

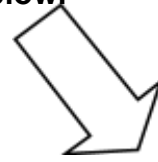
All Hallows' Guidelines for the Hardship Emergency Fund



These guidelines have been drawn up to ensure clarity with respect to:

- A fair, compassionate and responsible approach for access to the Hardship Emergency Fund for members of the All Hallows' congregation.
- Coherence with the All Hallows' Asylum and Refugee Support Group Working Agreement (finalised Jan 2020).

When someone approaches the church for money from the Hardship Fund the managers of the fund will follow the guidance below.



What the Hardship Fund should NOT be used for:

- *Most food requests can be met by the Rainbow Junction Cafe (open lunchtimes Monday, Thursday and Friday). There is also a tab at Noshi where individuals can access food worth up to £3.
- *Gas and electricity £10 top ups can be provided from the local Co-op store if agreed by Emily or Edie, cafe managers. No more than 3 vouchers may be given before the recipient is advised to approach Better Leeds Communities for support and guidance about their finances.
- *Furniture and some electrical goods – they can be acquired from local charity stores or second hand shops.
- *Nothing can be paid retrospectively, including travel.

If the emergency request meets the Hardship Fund criteria:

- *There is an option for immediate payment (once the amount is agreed).
- *Receipts, invoices or proof of travel will need to be provided for All Hallows' financial records.



To help manage the Hardship Fund fairly but compassionately, the following questions may be asked:

- * What benefits are they currently on and have they recently checked that they are receiving everything that they are eligible for?
- *Do they have any other avenues of financial support eg. A partner or family member?

*Have they been in this position before and if so how did they manage at that time?

*Do they have any gambling issues, substance abuse issues or significant debt that may have led to this financial request? Would they welcome some help with this? (See appendix for where to go for help). **NB. Members of the pastoral group may be able to accompany people for support if required.**

Additional considerations

- Gifts of money to be capped at £30 unless there are special considerations.
- 3 members of the pastoral group must agree that the gift meets the Hardship Fund's criteria before a decision is made.
- 3 members will endeavour to make a decision as quickly as possible.
- If a financial gift from the Hardship Fund is given to a member of All Hallows', it is expected that they will seek advice and support from Better Leeds Communities (previously known as Burley Lodge Centre) before another gift can be applied for. This is not intended to be a punitive measure but a supportive one to prevent anyone developing overdependence on the church community for their livelihood.

NB. There will be an appendix produced listing all the places that people can go to for help e.g. debt advice, substance abuse support, free furniture.

Jackie, Jan and Penny